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ABSTRACT

These national standards are intended to serve as a guide for the establishment of thorough and complete apprenticeship programs to produce trained retail meatcutters to carry on the tradition of quality in the retail meatcutting industry. Covered in the individual sections are the following topics: definitions, the National Joint Apprenticeship Committee, local joint apprenticeship committees, equal employment in apprenticeship, term of apprenticeship, probationary periods, transfer of apprentices, apprenticeship agreements, ratio, wages, credit for previous experience, hours of work, related instruction, accident prevention, work experience, examination, instructors, certificates of completion, adjustment of differences, amendments to local joint programs, the relationship of apprenticeship standards to bargaining agreements, obligations of apprentices, and registration of programs. Various federal laws and regulations affecting the employment of apprentices are explained. Appended to the standards are a schedule of the work procedures of retail meatcutters and a discussion of recordkeeping systems for apprentice programs. (MN)

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National Apprenticeship Standards for the Retail Meatcutting Industry

U.S. Department of Labor
Raymond J. Donovan, Secretary

Employment and Training Administration
Albert Angrisani, Assistant Secretary

Bureau of Apprenticeship and Training
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PREFACE

The purpose of these national standards is to serve as a guide for the establishment of thorough and complete apprenticeship programs to produce trained retail meatcutters to carry on the tradition of quality in the retail meatcutting industry.

Management and labor share the responsibility for developing journeymen through sound apprenticeship programs. Joint labor-management agreement results in the use of more effective methods and procedures in apprenticeship.

To aid in developing effective programs of training in the retail meatcutting industry, the Amalgamated Meat Cutters and Butcher Workmen of North America, AFL-CIO, and the participating retail employers hereby recommend that these national standards be utilized as a guide by management and labor locally to institute joint apprenticeship committees and develop apprenticeship programs to meet the needs of the retail meatcutting industry.

The minimum requirements and basic procedures to be used in establishing local apprenticeship programs are set forth herein.

The Amalgamated Meat Cutters and Butcher Workmen of North America, AFL-CIO, and the participating retail employers have established a National Joint Apprenticeship Committee for the Retail Meatcutting Industry. They have authorized this committee to act on behalf of their respective organizations on matters pertaining to apprenticeship and training for the industry which can best be served at the national level.

The authority of the committee shall remain subject to the consent of the sponsoring groups and shall be exercised on the basis of voluntary participation in apprenticeship functions. However, its authority shall be considered by all parties participating in formal apprenticeship for the retail meatcutting industry as representative of the industry and as official when pertaining to basic policies.

All functions of the committee shall be performed on the basis of nonprofit endeavor for the good and welfare of apprenticeship in the trade and to promote the best interests of the apprentice, management, labor, and the public.

The National Joint Apprenticeship Committee shall act as a service and advisory organization on all matters of apprenticeship and training within the retail meatcutting industry. It shall be the policy of the National Joint Apprenticeship Committee to promote and give guidance in the operation of local apprenticeship and training programs for the retail meatcutting industry.

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PROVISIONS OF STANDARDS

1. Definitions

Apprentice shall mean a person who has signed an apprenticeship agreement to learn the trade of retail meatcutter.

Employer shall mean any firm by which the apprentice is employed.

Union shall mean any local union affiliated with the Amalgamated Meat Cutters and Butcher Workmen of North America, AFL-CIO.

Association shall mean the participating retail employers who are signatory to these National Apprenticeship Standards.

National Committee shall mean the National Joint Apprenticeship Committee representing the Amalgamated Meat Cutters and Butcher Workmen of North America, AFL-CIO, and the Association.

Local Committee shall mean the local joint apprenticeship committee representing the union and the employer(s), responsible for the operation and administration of the local apprenticeship program.

Local Apprenticeship Program shall mean the local document which embodies the provisions of employment and training of apprentices; the equal employment opportunity pledge; the procedures for the selection of apprentices; and where required, an affirmative action plan. The duties and responsibilities, including administrative procedures of the local committee, shall also be set forth in the local program.

Apprenticeship Agreement shall mean the written apprenticeship agreement between the apprentice and the employer or the employer's agent, approved by the local joint apprenticeship committee and registered with the Registration Agency.

Registration Agency shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor, or a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training.[1]

2. National Joint Apprenticeship Committee

The National Joint Apprenticeship Committee for the retail meatcutting industry shall be composed of three member repre-

[1] Local application of these national apprenticeship standards in States having State apprenticeship agencies may require adaptation to meet the standards of apprenticeship in such States. The staffs of the Bureau of Appenticeship and Training, U.S. Department of Labor, and State apprenticeship agencies are available to advise on such standards.

sentatives of the Amalgamated Meat Cutters and Butcher Workmen of North America, AFL-CIO, and three employer representatives of the Association appointed by their respective groups.

In the event that an appointed member is unable to attend a meeting or serve for a period of time, the member may designate an alternate. Each member shall serve until replaced by the group represented.

There shall be two chairpersons appointed by the National Committee, one representing the Amalgamated Meat Cutters and Butcher Workmen of North America, AFL-CIO, and one representing the Association. There shall be two secretaries appointed in the same manner as the chairperson.

A national representative of the U.S. Department of Labor's Bureau of Apprenticeship and Training shall serve as consultant to the National Joint Apprenticeship Committee.

The extent of authority vested in the national committee shall be limited to that authorized by its respective national organizations. The committee shall determine the time and place of meetings. Among its duties, the committee shall:

a. Endeavor to keep the national apprenticeship standards for retail meatcutters under constant study with respect to their effectiveness and applicability to the changing needs of the industry and to make such recommended changes for improvement as studies indicate.
b. Recommend establishing and authorizing local joint apprenticeship committees to operate in accordance with these national standards.
c. Promote the development and use of practical sources of related instruction.
d. Improve and maintain good public relations by:
   (1) Holding and publicizing completion ceremonies.
   (2) Preparing news releases and articles relating to apprenticeship.
   (3) Participating in multistate and State apprenticeship conferences.
   (4) Promoting the industry's national apprenticeship standards through personal appearances and other means at important industry meetings.
e. Cooperate at the national level with all agencies whose activities are related to apprenticeship, and especially with the Bureau of Apprenticeship and Training, U.S. Department of Labor, and participate in meetings of the national apprenticeship directors and coordinators, spon-

sored by BAT.

f. Maintain a complete file of information on local retail meatcutters' apprenticeship programs. This file shall include:
   (1) Names and locations of individual and area joint apprenticeship committees.
   (2) The number of apprentices in training in each program.
   (3) The number of apprentice completions each year.
   (4) The kind and extent of related instruction in use.
   (5) The extent to which individual and area joint apprenticeship committees perform their functions consistent with these national apprenticeship standards.

g. Publish an annual report on apprenticeship activities in the retail meatcutting industry.

3. Local Joint Apprenticeship Committees

It is recommended that a local joint apprenticeship committee, equally representative of labor and management, be established on an individual employer or areawide basis encompassing the entire jurisdictional area of the local union. Members of the committee shall be selected by the group they represent.

The extent of the authority vested in the local committee shall be limited to that authorized by the respective participating groups, i.e., the union and the employer(s). The local joint apprenticeship committee, to the extent authorized, shall be the administrative body for the local apprenticeship program and, as such shall establish such rules and regulations governing its operations as may be required. The committee shall adopt a program of apprenticeship consistent with these national standards which will enable the apprentice to master the manipulative skills required of the trade.

The local joint apprenticeship committee shall elect a chairperson and a secretary, determine the time and place of regular meetings, and record the minutes thereof. When the chairperson is representative of the union, the secretary shall be a representative of the employer, and vice versa. The chairperson and secretary shall have authority to vote on all questions.

In addition to performing other duties that may arise, the committee shall:

a. Recommend the need for apprentices in the shop and/or locality and the adequacy of available facilities for provid-

ing the necessary job experiences.

b. Establish minimum entrance qualifications for apprentices.

c. Approve apprenticeship agreements between the apprentice and the employer.

d. Make necessary arrangements for the apprentice to receive instructions in subjects related to the trade.

e. Make necessary arrangements with the American Red Cross or other agency for group instruction classes in first aid training for all apprentices.

f. Evaluate the prior experience and training of apprentices and grant appropriate credit toward their apprenticeship.

g. Provide for registration of the apprenticeship program and any subsequent amendments thereto and of apprentices with the appropriate registration agency.

h. Send copies of all apprenticeship programs and subsequent amendments to the headquarters of the Amalgamated Meat Cutters and Butcher Workmen of North America, AFL-CIO, c/o the director of the Retail Department, for approval by the National Joint Apprenticeship Committee.

i. Hear and adjust all differences pertaining to the local apprenticeship programs.

j. Review the work and training records of apprentices periodically to determine whether they are making satisfactory progress on the job and in related instruction and are entitled to advancement.

k. Maintain such records as may be required or determined necessary.

l. Be the sole authority to certify that apprentices have sucessfully completed their apprenticeship, and recommend the issuance of certificates of completion of apprenticeship.

m. Be responsible for the sucessful operation of the apprenticeship program.

4. Equal Employment in Apprenticeship

All programs of apprenticeship registered with the Bureau of Apprenticeship and Training or recognized State apprenticeship agencies must include in their standards the following equal opportunity pledge:

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without dis-

crimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, part 30, as amended.

To be eligible for meatcutter apprenticeship under locally established programs, all applicants must meet the following minimum qualifications:

a. Be at least 18 years of age or the minimum age required by State law if higher. (Proof of age is required.)

   A maximum age limit may be established if desired. Where a maximum age is established, it must be stated in the local program. Exceptions to the maximum age limit may be provided for honorably discharged veterans or persons with previous work experience in the trade or to meet established minority apprentice employment goals and timetables.

b. Be physically fit to perform the work of the trade and meet public health requirements for persons handling foods. Proof of physical ability is not necessary until the applicant appears for a personal interview. Since physicians must be acquainted with the retail meatcutting industry and public health regulations relative to people working in the food industry, the local joint apprenticeship committee will maintain a list of physicians from whom applicants can obtain physicals.

If a local program sponsor establishes additional qualifications, such qualifications will be stated in the local program.

In addition to establishing qualification standards, each local program sponsor employing five or more apprentices will be required to develop and adopt an affirmative action plan, which shall include goals and timetables if analysis indicates underutilization of minorities, and shall adopt a selection method consistent with the requirements of title 29, CFR, part 30, as amended.

A local program sponsor with a program in which fewer than five apprentices are indentured is required only to adopt the equal opportunity pledge stated at the beginning of this section.

5. Term of Apprenticeship

The term of apprenticeship shall be not less than 2 years (4,000 hours) but can vary from 2 to 3 years, depending upon local conditions and practices.

6. Probationary Period

All apprentices employed in accordance with these standards shall be subject to a tryout or probationary period in accordance with the terms of the collective bargaining agreement or local prevailing practices. The local joint apprenticeship committee may extend this period for good and sufficient cause.

During the probationary period, the local joint apprenticeship committee may cancel an apprenticeship agreement at the request of either party by notifying the other. After completion of the probationary period, the agreement may be canceled by the local joint apprenticeship committee for reasonable cause. The registration agency shall be notified of all cancellations.

7. Transfer of Apprentices

If an employer is unable to fulfill the obligation under an apprentice agreement, the local joint apprenticeship committee may, with approval of the employer and the apprentice, transfer such agreement to any other employer who shall agree to assume the obligation of said apprenticeship agreement.

8. Apprenticeship Agreement [2]

The apprentice (and if a minor, the parent or guardian) and the employer or an agent shall sign an apprenticeship agreement, which shall be approved by the committee and registered with the appropriate registration agency.

The following shall receive a copy of the approved apprenticeship agreement:

The apprentice
The employer
The union
The registration agency
The local joint apprenticeship committee

9. Ratio

The ratio of apprentices to journeymen shall be in accordance with the collective-bargaining agreement and stated in the local program.

[2] Some State apprenticeship agencies require the use of their own apprentice agreement forms. In such instances, the agreement forms may be obtained from the staffs of either the State apprenticeship agencies or the Bureau of Apprenticeship and Training, U.S. Department of Labor.

10. Wages

It is recommended that, during the term of apprenticeship, the apprentice shall receive a progressively increasing schedule of wages. Entry rate for apprentices shall not be less than the Fair Labor Standards Act minimum.

11. Credit for Previous Experience

When the apprentice has had previous experience in the trade, the joint apprenticeship committee shall evaluate such experience and recommend appropriate credit toward the completion of apprenticeship.

Apprentices who are awarded credit for previous experience shall be paid, upon entrance, the wage rate for the period to which such credit advances them.

12. Hours of Work

The standard workday and workweek shall be the same as that of the journeyman.

Apprentices shall be under the direct supervision of a competent journeyman or instructor of apprentices at all times.

13. Related Instruction

a. Each apprentice indentured under a local program shall enroll in and attend approved classes of related instruction for at least 144 hours per year, each year of apprenticeship. Hours spent in related instruction shall not be considered as hours of work nor will apprentices receive pay for such time unless required to attend courses during regular working hours, or unless payment is required by State law.

b. The apprentice agrees to take such subjects as the local joint apprenticeship committee deems advisable.

c. Where school facilities are not available, the apprentice shall be required to take a recognized correspondence course in meatcutting approved by the joint apprenticeship committee. Appropriate credit toward completion of apprenticeship for courses completed through correspondence shall be determined by the local joint apprenticeship committee.

d. The related instruction shall be under the direction of the local joint apprenticeship committee, which shall act as

the advisory and consulting body in determining the subjects to be taught and on problems relating thereto.

e. In case of failure without good cause, on the part of apprentices to fulfill their obligations as to related instruction in retail meatcutting, the local joint apprenticeship committee may suspend or revoke the agreement, and the employer hereby agrees to carry out the instructions of the said committee in this respect. The committee shall notify the registration agency of such suspension or revocation.

14. Accident Prevention

To prevent accidents and to observe State safety laws and orders applying to the retail meatcutting trade, the employer will provide safety training to apprentices prior to their use and operation of any equipment and tools required of the trade. Training in safe practices and methods will also be included as part of the related instruction curriculum.

Instruction on accident prevention and safe working habits will be coordinated with the actual work performed on the job and the tools and equipment used.

15. Work Experience

During the apprenticeship, the apprentice shall receive such instruction and experience in all branches of the retail meatcutting trade as are necessary to develop a practical and versatile craft worker versed in the theory and practice of the trade. The apprentice shall also perform such other duties in the shop and on the job as are commonly related to such apprenticeship. See the sample work processes in appendix A.

16. Examination of Apprentices

The local joint committee shall examine the work and related instruction records of apprentices at periodic intervals in order to determine their progress. In the event that an apprentice is not making satisfactory progress, the committee shall ascertain the cause and endeavor to correct any deficiencies.

Should the committee find that, due to lack of aptitude and or attitude, the apprentice cannot satisfactorily complete the apprenticeship, then the agreement may be terminated.

17. Instructor of Apprentices

The employer shall designate a person in the department as the instructor of apprentices. (This person may be a head meatcutter or journeyman.) The instructor shall be responsible for carrying out the training program as set up in the department. Adequate records pertaining to the work experience and related instruction of the apprentice shall be kept by the instructor of apprentices, and at regular intervals the instructor shall submit a report to the local joint apprenticeship committee. See the sample records in appendix B.

18. Certificate of Completion of Apprenticeship

When an apprentice has successfully completed the apprenticeship, the local joint apprenticeship committee shall recommend to the registration agency that the apprentice be presented a certificate of completion of apprenticeship and shall attach its signature thereon.

19. Adjustment of Differences

In the event differences arise regarding the operation or interpretation of the local apprenticeship programs, either party to the apprenticeship agreement may appeal to the joint apprenticeship committee for settlement of such differences.

If such differences cannot be satisfactorily settled locally, either party has the right and privilege to appeal to the National Joint Apprenticeship Committee, which shall hear all parties and make such adjustments as it may consider necessary. These adjustments shall be final and binding on the local joint apprenticeship committee.

Either party to the apprenticeship agreement may also consult with the appropriate registration agency for an interpretation of any provisions of the program over which differences occur.

20. Amendments to Local Joint Programs

The local joint apprenticeship committee may amend its apprenticeship program at any time, subject to approval of the union and employer(s). Amendments shall not apply to apprenticeship agreements in effect at the time of adoption without the written consent of the apprentices so affected.

Copies of all amendements shall be forwarded to the appro-

priate registration agency and to the National Joint Apprenticeship Committee.

21. Relationship of Apprenticeship Standards to Bargaining Agreement

Nothing in the local programs shall be interpreted as being contrary to or in conflict with the present or subsequent bargaining agreements.

22. Obligation of Apprentices

After having read the standards and signed the apprenticeship agreement, apprentices shall assume the following responsibilities and obligations under the apprenticeship program.

a. To perform diligently and faithfully the work of the retail meatcutting trade and to perform such other pertinent duties as may be assigned by the employer in accordance with the provisions of the local joint apprenticeship program.

b. To respect the property of the employer and abide by the working rules and regulations of the employer, union, and local joint apprenticeship committee.

c. To attend regularly and complete satisfactorily the required hours of instruction in subjects related to the trade, as provided under the local standards.

d. To develop safe working habits and conduct themselves in their work in such a manner as to assure their own safety and that of their coworkers.

e. To conduct themselves at all times in a creditable, ethical, and moral manner, realizing that much time, money, and effort will be spent in affording them an opportunity to become skilled craft workers.

f. To maintain such records of work experience and training received on the job and in related instruction as may be required by the local joint apprenticeship committee.

g. To work for the employer to whom assigned to the completion of their apprenticeship, unless they are reassigned to another employer or the agreement is terminated for just cause by the local joint apprenticeship committee.

23. Registration of Program

Before becoming operative, the local program must have the official approval of the employer and the union and be registered with the appropriate registration agency.

FEDERAL LAWS AND REGULATIONS AFFECTING THE EMPLOYMENT OF APPRENTICES

Wage and Hour Regulations (Ruling Concerning Payment for Time Spent by Apprentices in Related Instruction)—The Fair Labor Standards Act requires that each employee, not specifically exempted, who is engaged in interstate commerce or in the production of goods for such commerce receive the statutory minimum wage and that no employee (including an apprentice) may be employed for more than 40 hours a week without receiving at least time and one-half of the employee's regular rate of pay for the overtime hours.

As an enforcement policy, time spent in an organized program of related supplemental instruction by apprentices working under bona fide apprenticeship programs may be excluded from working time if the following criteria are met: (1) The apprentice is employed under a written apprenticeship agreement or program which substantially meets the fundamental standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and (2) such time does not involve production work or performance of the apprentice's regular duties. If the above criteria are met, the time spent in such related supplemental training shall not be counted as hours worked unless the written agreement specifically provides that it is hours worked. The mere payment or agreement to pay for time spent in related instruction does not constitute an agreement that such time is hours worked.

Veterans Readjustment Legislation (Public Law 91–219, Veterans' Education and Training Act Amendments of 1970.—This legislation provides for the approval of programs of apprenticeship by the appropriate State (veterans) approving agency under Veterans Administration regulations to permit eligible veteran apprentices to receive training allowances for their education and training. Under the provisions of veterans readjustment legislation, joint apprenticeship committees may be recognized as training institutions. Consequently, if it is anticipated that veterans may be employed as apprentices under the local standards, the committee should request approval of its program by the appropriate State (veterans) approving agency, keeping in mind that the criteria for approval under Veterans Administration regulations include detailing of the work schedules and approximate length of time to be spent on each operation or task and the keeping of progress records. These criteria are contained in Public Law 91–219.

APPENDIX A
SCHEDULE OF WORK PROCESSES, RETAIL MEATCUTTER

NOTE: This schedule is an example of the type of experience and training through employment considered necessary to develop a skilled worker in the trade. Within the limits of basic trade requirements, it may be adapted to local conditions.

1. Care and cleaning of equipment
   a. Proper cleaning of display cases
   b. Proper handling and care of tools
   c. Care and cleaning of blocks, saws, and cooler
   d. Refrigeration machines
   e. Care of slicer, grinder, electric saws

2. Preparation of merchandise for consumer
   a. Receiving merchandise
   b. Proper handling of quarters and carcasses
   c. Placing under refrigeration
   d. Limiting handling
   e. Unpacking and checking

3. Beef
   a. Proper breaking of quarters into retail cuts
   b. Cutting of chucks for retail consumption
   c. Cutting of ribs for retail consumption
   d. Cutting of navel and brisket for consumption
   e. Boning of shanks
   f. Cutting of round steaks
   g. Cutting of sirloin steaks
   h. Cutting of porterhouse steaks
   i. Cutting of rib steaks
   j. Rolling of rib or rump roast
   k. Trimmings for ground beef
   l. Handling of bones, suet, and tallow
   m. How to display

4. Lamb
   a. Breaking of carcasses
   b. Cutting of shoulder roast and chops
   c. Cutting of loin chops
   e. Cutting of breasts
   f. Cutting of legs

g. Removal of fell and kernels
h. How to display

5. Pork, fresh
   a. Loins, roasts, and chops
   b. Fresh hams, roasts, and slices
   c. Shoulders, butts, hocks, and slices
   d. Spareribs and neck bones
   e. Fresh side

6. Pork, smoked and cured
   a. Bacon, piece and sliced
   b. Hams, shank, half butt, half slices
   c. Smoked jowls
   d. Smoked briskets
   e. Smoked ribs
   f. Canadian bacon
   g. Dry, salt, and pickled bellies

7. Poultry and game
   a. Chickens, roast, fryers
   b. Ducks
   c. Turkeys
   d. Geese
   e. Rabbits, fry and roast

8. Fish and seafoods
   a. Preparation and display
   b. Varieties, fresh and salt water
   c. Handling and cleaning
   d. Filleting
   e. Shrimp
   f. Oysters
   g. Clams
   h. Lobsters
   i. Crabs

9. Offals
   a. Beef
   b. Veal
   c. Lamb
   d. Pork

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APPENDIX B
APPRENTICE RECORDKEEPING

To maintain a current record of the progress and ability of apprentices, an accurate recordkeeping system, covering the pertinent points, is essential. A number of different types of recordkeeping systems are in use in different areas. Some systems include a variety of recordkeeping forms—daily, weekly, and monthly—as well as a final master chart summarizing the pertinent data recorded during the entire term of apprenticeship.

Reproduced here are a simply designed recordkeeping form and a control report. They are presented as examples in establishing a recordkeeping system. The recordkeeping covers a 1-month period and is accumulative.

It will be noted that the data recorded during each 1-month period are carried forward to the next period. In this way, a current and complete record of the progress of each apprentice may be kept on a single form.

Samples of other recordkeeping systems may be obtained upon request through the local apprenticeship representatives of the Bureau of Apprenticeship and Training or State apprenticeship agencies.

APPRENTICE RETAIL MEAT CUTTER CONTROL REPORT

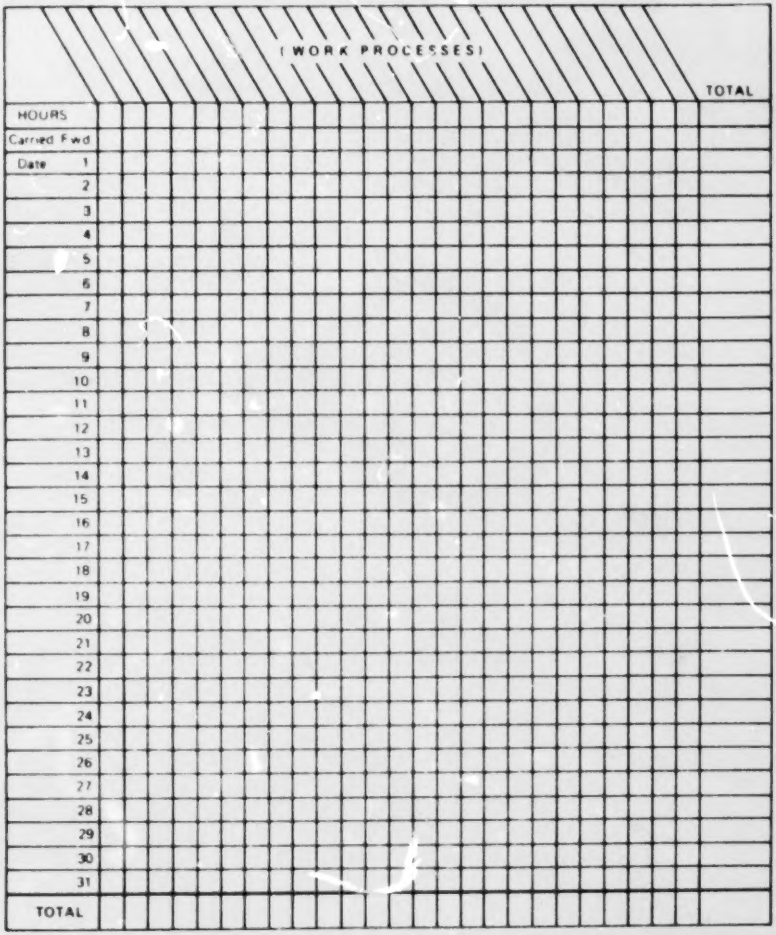
MONTH _____ 19 _

	1st 500 hrs	2nd 500 hrs	3rd 500 hrs	4th 500 hrs	
	(WORK PROCESSES)				
NAME					TOTAL

APPRENTICE RETAIL MEAT CUTTER

MONTHLY WORK REPORT

Apprentice Meat Cutter _____ MONTH _____ 19



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